

# **READVERTISEMENT**

**\*Previously there were two positions; now only one.**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**March 12, 2008**

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<b>TITLE:</b>	Occupational Health Safety Specialist/Child Care Licenser
<b>POSITION NO:</b>	#00684
<b>LOCATION:</b>	Quality Assurance Division, Missoula
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 5
<b>STARTING SALARY:</b>	\$27,949 - \$33,838 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, March 26, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Transcripts and resume are required at time of application.

The successful candidate must be able to work extensive hours and at various times of day/night; must be physically able to walk and carry approximately 50 pounds; must be able to travel statewide at least 50% of the time (this travel may involve solitary driving for long distances, during all seasons, and over hazardous mountain passes and through canyons during inclement weather); may work in limited space with no control over temperature, noise, and light conditions and increased exposure to infectious diseases; and may be subjected to unpleasant odors, sights and sounds, and physical harm from providers, providers' family members, and illegal providers (and their pets) who exhibit aggressive behavior.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the

department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position is responsible for conducting unannounced on-site inspections/investigations of state licensed and registered child day care facilities which include infant-only facilities, family and group day care homes, and day care centers to determine compliance with state requirements; conducting off-site preparation by reviewing facilities' previous surveys and complaint files to determine areas of surveyor focus; gathering information through direct observation, interviews with staff, children and their families, and record review to determine if appropriate care and services are provided consistent with state requirements and provider policies; determining and recommending the most effective action/remedy to obtain an acceptable customized plan of correction for any non-compliance issues; conduct comprehensive and often sensitive complaint investigations by interviewing complainants, children, parents, providers, facility staff, and others (e.g., division staff, law enforcement, legal community, etc) to determine provider compliance with licensing requirements; perform routine day care facility application procedures; and other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of Montana Codes and Administrative Rules (ARMs) as pertaining to the licensure of child care facilities and administration of applicable federal and state legislation, rules, regulations, and policies concerning licensure of and services provided; state government operation, rules, policies, and legislative process; theory and practices concerning standards and guidelines spanning multiple professional fields such as early childhood development, social work, nutrition, immunization, conflict resolution and mediation, and state sanitation and fire safety practices; child services systems, standards of good practice in child protection social work, and the relationships between them; and early childhood development, physical disabilities, and other special needs.

Skills: Skill in group facilitation; training; oral and written communication; conflict resolution; and the use of computers and management information systems with programs such as Word, Excel spreadsheets, Access database, Outlook, Oracle, and mainframe systems.

Abilities: Ability to establish and maintain effective working relationships with diverse individuals and groups; work independently in an organized manner in the field without

supervision; working well as part of a team; and prioritize and manage work within limited time frames.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in social/behavioral sciences (i.e., social work, psychology, sociology, family and consumer sciences, etc), early childhood education, elementary/secondary education, or business/public administration **AND** three years of progressively responsible experience in health care or social services, education, or program management. Relevant experience may substitute for the formal education on a two-years-for-one-year basis. Other equivalent combinations of education and experience may be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school are **due at time of application**. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*);
4. Resume; and
5. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Occupational Health Safety Specialist/Child Care  
Licensor  
Position: #00684  
Location: Quality Assurance Division, Missoula

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position is regulatory in nature. Child care licensing staff determine facilities' compliance with state regulations. Please describe your personal philosophy on the purpose of regulations and your approach to enforcement.
2. Adult training and public speaking make up a big part of the child care licensing staff's workload. Please describe your experience and qualifications that prepare you for public presentations or to lead large group adult education.